

JANUARY 15, 2014 – NOTES OF ACTION TAKEN BY THE SEVIER SCHOOL DISTRICT BOARD OF EDUCATION AT A MEETING HELD ON JANUARY 15, 2014, AT 3:00 PM IN THE SEVIER SCHOOL DISTRICT OFFICE.

In attendance were President Clint Johnson, Vice President Jack Hansen, members Tom Hales, Don Naser, and Richard Orr as were Superintendent Cade Douglas, Assistant Superintendent Gail Albrecht, Business Administrator Chad Lloyd, and Executive Secretary Patricia Sanchez.

Also in attendance were Secretary Mavanee Loftus, Principals Brent Gubler, Jill Porter, Randy Madsen, and George Chappell, CTE Director Don Yates, SEA President Curt Benjamin, teachers Nate Blackner, Tia Lund, and Gaylene Dobish, and students Meagan Moulton and Sharlly Harward.

President Johnson welcomed everyone to the meeting.

Jack Hansen offered the reverence and led the group in the Pledge of Allegiance.

ITEM #2. – CONSENT AGENDA. President Johnson called for objections on the consent agenda. Since there were no objections, the consent agenda received Board approval.

ITEM #2.A. – APPROVAL OF MINUTES. Minutes from the following meetings were approved: December 11, 2013, Work Session, Board Meeting, and Closed Meeting.

ITEM #2.B. – APPROVAL OF EMPLOYEES. The following individuals were approved for employment: **Edvina Fowler, Shannell Stewart, & Daniel Henry** as non-location instructional assistants (*remainder of 2013-14 year only*); **Tammy Hales** as an instructional assistant at Salina Elementary (*remainder of 2013-14 year only*); **Gina Woodhouse** as a special needs non-location instructional assistant (*remainder of 2013-14 year only*), and **Shelby Newby** as an instructional assistant at Ashman Elementary (*remainder of 2013-14 year only*).

ITEM #2.C. – REQUEST FOR OUT-OF-STATE TRAVEL. Richfield High School teacher/coach Dave Clark received approval for him and assistant coaches Corey Morrison, Gabe Miller, Steve Peterson, Jerry Thomas, and Chet White to attend the Glazier Football Clinic in Las Vegas, NV on February 20-22, 2014. Expenses will be paid from school funds.

ITEM #2.D.1. – NEW POLICY #3450, STUDENT CLUBS – SECOND READING. The proposed new policy received second reading approval.

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ITEM #2.D.2. – REVISED POLICY #2045, LEAVE POLICY – FIRST READING. The policy was changed to better clarify the use of leave in conjunction with long-term leave.

ITEM #2.D.3. – REVISED POLICY #3161, CAREER & TECHNICAL STUDENT OUT-OF-STATE TRAVEL – FIRST READING. The policy was revised to align with the national CTE programs and recognize all student groups that fall under the CTE umbrella.

ITEM #2.E. – FINANCIAL SUMMARY. The financial summary for the period ending December 31, 2013, was approved as well as the list of checks issued in December 2013.

ITEM #3. – REPORT – HIGH SCHOOL PRINCIPALS. Principals Brent Gubler, Jill Porter, Randy Madsen, and George Chappell reported on how their schools are meeting five of the

District's student success initiatives: NWEA, Yearly Progress Pro (YPP), ObserverTab, PLAN-ACT, and Professional Learning Communities (PLCs).

Principal George Chappell, Cedar Ridge High School

- NWEA: Emphasis on student engagement during testing, use of data to direct instruction, and use of Yearly Progress Pro for practice and continuity. Fall 2013 results were also shared.
- Yearly Progress Pro (YPP): Held on Wednesday afternoons, each student is assigned to a teacher (like home room), used for concept practice and formative assessments, student focus on improvement, not on overall score, and focused instructional and study time while other groups are testing.
- ObserverTab: CRHS has three full-time teachers and two part-time. YIC has two full-time teachers and is mostly student-directed work time. The goal is to observe twice per month, improve instruction during teacher-led classes, and improve coaching during student-directed time.
- PLAN-ACT: The school is using the PLAN test from last year to target academic and career areas this year. The ACT test will be administered in March. When students don't plan on attending college, the ACT test has little value to them. We are working on making the test more important to students.
- Professional Learning Communities (PLCs): CRHS has a small staff and two groups. There is one group at CRHS with a focus on YPP and improving basic skills, and the other group at YIC with a focus on collaboration and continuity.

Principal Chappell shared one of the challenges that he participates in along with his students. The school's focus is to help students who don't think they have a chance to go to college. They are encouraged and helped to increase their YPP scores. He explained that the new GED 2014 test is now online and much more rigorous than the previous test; math has become more challenging. The morale at CRHS is improving; six students dropped out and then came back and took the GED. Seven students had signed up for the test and six of them passed. An online test is now available at the jail.

Principal Jill Porter, North Sevier High School

- NSHS is working to drop the total number of failing grades through study hall and intervention and extension courses built into the schedule.
- NSHS provides assistance for the freshman transitioning from middle school to high school through a freshman success block class, study hall, and weekly student advisor meetings.
- NSHS has created a positive learning environment for students included in the following items: Kindness crew, bullying and kindness hotline, study hall for every student, interventions built into the schedule, increasing student involvement, clubs, and a scream team.
- NSHS is focusing to improve test scores by providing extension/intervention courses, ACT prep, interns working on study skills with lower-end students, and individual classroom instruction.

Principal Porter reported that enrollment had increased at NSHS for the first time in years. She explained that there has been a high failure rate with students transitioning from the middle school to high school. NSHS is going to a modified block on Monday's and Tuesday's; they feel

that with block classes they are more likely to meet their goals. Teachers are offering intervention classes to help struggling students as well as a freshmen success class. NSHS wants to go to a total block schedule next year because more students are vocational bound instead of college bound. The teachers are somewhat divided about block scheduling because of not seeing the student every day. Principal Porter explained that they would be visiting Beaver and Enterprise High Schools to gather information on how their block schedules work. The main focus is to find out what the students need. NSHS has limited offerings and would like to be able to offer more.

iSchool will be visiting NSHS in January and the instructor is making individual appointments with teachers to better help them with technology tools. Principal Porter also shared the 2013-14 NWEA Fall results. NSHS is providing opportunities to teach students how to give and serve others. Some of those activities involve going to a care center, doing yard cleanup, baking pies and cinnamon rolls for the community, and sending Christmas cards to the soldiers.

Principal Brent Gubler, Richfield High School

- ObserverTab: Monthly visits to all teachers with administrative team. Teachers have identified two instructional goals that will be worked on during the year.
- Professional Learning Communities (PLCs) were established by the core groups (English, math, social studies, and science). Monthly meetings are held where data is reviewed, best practices discussed, and goals for improvement are set. The focus for the first part of the year was to proceed through the new accreditation process. Improvement areas include instructional goals, technology committee, mentoring for newer teachers, and looking at the 5X5 block schedule possibility.
- Improve test scores throughout the year; proficiency and growth targets: The school celebrates success and identifies areas for improvement; evaluates data, and identifies students that need more help to improve; set goals and review progress, and offer more math fundamental classes to help meet the needs of students that aren't meeting proficiency or growth goals. (USTAR funding)
- PLAN/ACT: The school's ultimate goal is to have students' college and career ready. The school will continue to expose students to vocabulary, test format, ACT/PLAN prep classes, and testing procedures so they are better prepared for assessments. These tests will become the high-stakes testing in the future. RHS met one District goal with the PLAN test; ACT scores were below District goals and our challenge is to increase scores through better preparation and instruction.
- Comprehensive Guidance goals: Prepare students for college and career readiness. (76 percent of RHS seniors applied for post-secondary); better communication with parents and students (school website, Facebook, Reminder 101, etc); and guide more students into available scholarships including Regents' scholarship worth up to \$1,150 a semester. (4 yrs. of math/English, 2 yrs. of foreign language, 3 yrs. science of science, biology, chemistry, and physics) (2 scholarships in 2012 and 14 scholarships in 2013)

Principal Gubler shared pictures of the new construction at RHS and reported that the project is ahead of schedule and coming along well.

Principal Randy Madsen, South Sevier High School

- ObserverTab focus point: SSHS is intently concentrating on how teachers are fulfilling the four fundamental questions: 1) What do we want our students to know or be able to do? 2) How are we daily assessing that they are learning the objective? 3) What are we going to do if they are not mastering what was taught? 4) How are we going to help the students enrich themselves that are mastering the concepts? The new evaluation system has given us opportunities to discuss instruction with teachers.
- PLC schedule: We have scheduled our English and math departments with the same preparation period in order to meet twice a month and work on helping students reach their potential. We are also meeting with science, history, and other teachers once a month.
- Improve offerings for students: Working with Snow College to bring in five (5) Ednet courses for the first time. Our students have been offered five different classes to receive high school and college credit and the plan is to offer more next year. We have worked hard to put together the 5x5 block schedule for next year, which will allow students to take 10 classes instead of seven. The three high school principals are working with the District and CUES to put together and in-District Ednet system where we can offer the strengths of the three schools to each other.
- PLAN/ ACT: Working hard to have students get more involved in the core classes so they can improve their ACT scores and college readiness. Last year's scores have been reviewed and show improvement from the previous year's scores.

President Johnson and Superintendent Douglas expressed appreciation to the principals for their dedicated service and focus to education and the ongoing collaboration between the high schools.

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ITEM #4. – PATRON DIALOGUE. President Johnson reviewed the guidelines for patron dialogue with the group.

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ITEM #5.A. – DISCUSSION – ITEMS FROM THE BOARD.

- USBA Convention report: Board members and District Administration commented favorably on this year's convention. Many of them felt that the technology session was very valuable and that technology tools are vital to instruction. They learned that YouTube and Google are the world's largest and most used search engines. Another highlight of the conference was the school safety workshop and that almost every case of a shooting is a result of bullying. Also, other highlights mentioned were the law session, Prosperity 2020, CTE, and one of the speakers who had begun their career in a school where students really struggled to learn and how they learned to teach through love, which proved to be successful and fulfilling to all involved.

ITEM #5.B. – DISCUSSION – ITEMS FROM ADMINISTRATION.

Items from Superintendent Douglas

- USBA Legislative "Day on the Hill" scheduled for Friday, February 21 at 9:00 a.m. Those who plan to attend are encouraged to bring a laptop or handheld device. Superintendent Douglas

commented that he has learned how important social media is to keep in contact with legislators.

- **Technology Committee update:** Superintendent Douglas reported that Technology Director/Coach Chet Torgersen is doing an outstanding job. The committee meetings have been very productive and bring people and ideas together. The grant application is now available to schools to apply for technology needs. Each school needs their own technology committee to review applications and to make sure their requests and needs are valid.
- **ObserverTab principal/teacher evaluation update:** Superintendent Douglas said he was very impressed with how the principals are working hard to get into the classrooms. The goal is 16 class observations per month. He provided a sample of a secondary school annual report card. He felt it was fairer to teachers and principals that if students show proficiency or growth, then the teacher's instruction also reflected effectiveness.
- Superintendent Douglas shared some information from the Salt Lake School District website that he felt would help Sevier District. He also demonstrated how to use Twitter and explained the impact and benefit of communication with legislators.

Items from Gail Albrecht

- Mrs. Albrecht explained that the Indian Education Policy & Procedures are brought before the Board to show that the District has agreed to provide assurances outlined by the BIE to educate Indian students. Parents of Indian students meet with District officials to give input on needs, understand how funds are used, and what services are being provided.

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- **PLAN/EXPLORE test results for 8th grade students:** Mrs. Albrecht explained that because of the change in testing dates, teachers had five fewer months of instruction time this year. Given that fact, the goals were still met and exceeded in many areas. Test results were shared and reviewed.

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- Mrs. Albrecht explained that the NWEA winter testing window is now open and is optional. The middle schools and high schools have chosen not to administer the winter test. The SAGE test is coming in the spring and it is hoped that SAGE and NWEA have a high correlation. SAGE results won't be adaptive beyond grade level and results won't be available until summer. Teachers and parents are encouraged to visit the SAGEportal.org website, which provides valuable information about the SAGE assessment, including some practice tests. The USOE will be providing a regional training in Sevier District on January 22, after which, the District will provide training to principals, counselors, literacy, and math coaches.

Items from Chad Lloyd

- Mr. Lloyd provided an update on the following construction projects:
Salina Elementary: The insurance claim is near completion and soon to be submitted. There are a few outstanding purchase orders from the project; however, the District will still submit the claim and make the adjustments as needed.
RHS asbestos removal: The project has been completed and test results were good.

RHS excavation & demolition project: The project is ahead of schedule and they have begun to demolish the south portion of building #3. There has been some excavation at the tennis courts and approximately 75 percent of backfill has been brought in. There will be some change orders forthcoming for curb and gutter and a retaining wall. He informed the Board that the bid date would be moved from March 1 to March 18 to avoid a conflict with another school district bidding on a high schools at that time. Mr. Lloyd requested two Board members to sit on the selection committee. Mr. Hansen volunteered and Mr. Naser also agreed as long as there wasn't a conflict of interest. Mr. Orr agreed to be an alternate committee member if needed. Board members will be notified of the date and time of the meeting.

- Staffing meetings with the principals have been scheduled for February 6.
- Retirement dinner tentative date: Wednesday, April 30 was suggested; however, due to a conflict in schedules, the dinner was changed to Tuesday, April 29.
- Work Session on Wednesday, February 26 at 1:00 p.m. Board members will receive required annual training on Trust Lands/Community Councils and the Open Meeting Law. The regular Board meeting will follow at 3:00 p.m.
- Mr. Lloyd reviewed change orders for the RHS tennis courts, RHS building #3 mechanical upgrade, and the PES project.

ITEM #6. – CLOSED MEETINGS. There were no closed meetings held.

ITEM #7. – ACTION ITEMS. **A motion was made by Don Naser and seconded by Jack Hansen to approve change order #2 for the Richfield High School tennis courts, change order #1 for Pahvant Elementary project, and change order #1 for the Richfield High School building #3 mechanical upgrade. Motion passed unanimously**

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A motion was made at 5:38 p.m. by Jack Hansen and seconded by Richard Orr to adjourn the meeting. Motion passed unanimously.

I certify that upon motion duly made, seconded and passed, the Board of Education of the Sevier School District approved the foregoing minutes on the 26th day of February 2014. I further certify that a quorum of the Board was present on both the day covered by these minutes and the day of approval.

Chad W. Lloyd, Business Administrator